### UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency Room 3416, 700 West Capitol Avenue Little Rock, Arkansas 72201 **AR NOTICE AS-71** 

For: All FSA County Offices

		Annual Review of FSA-875, Reimbursable Agreement	
Appr	oved by:	State Executive Director	•
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1	Overvi	$\mathcal{Q}$	

# A Background

FSA is reimbursed quarterly at the National level for expenses, e.g. rent, utilities, janitorial, etc. paid for collocated office space where FSA is the lead Agency.

# **B** Purpose

The purpose of this notice is to remind County Offices of the requirement to conduct a review of FSA-875 on the anniversary date of the lease. This is in accordance with 31-AS (Rev.2), paragraph 61F. The current version of FSA-875 is dated 06/30/97. A copy is attached. The form is also available electronically.

#### C Contact

If you need additional information please contact Karen Petrus at (501) 301-3017.

# **2** County Office Action

Review the current FSA-875 for accuracy. Carefully check estimated amounts being reimbursed for utilities and janitorial expenses. Use the previous 12 months as a base for these expenses. Do not prepare separate billing to adjust actual expenses. Execute a new agreement and forward to the State Office no later than October 14, 2003.

Disposal Date	Distribution		
September 30, 2004	All Offices		
09-03-03		Page 1	

FSA-875 (06-30-97)	U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency			1. COUNTY	1. COUNTY		2. BUILDING NAME			
REIM	BURSAB	LE AGREI	EMENT	3. STREET AD	DRESS					
				4. CITY			5. STA	ΓE		
6. TERM OF REIMB	URSABI F AG	REEMENT		7 15405 115						
a. FROM:	b. TO:			7. LEASE INFORMATION  a. ANNUAL RENT   b. SQUARE FEET OF   c. RENTAL RATE						
				\$	SPAC		\$	AL KATE	/square foot	
8. SPACE ASSIGNI	MENTS (Use v	vorksheet on re	verse side for ca	alculations.)						
DESCRIPT	ΓΙΟΝ	FSA	RD	NRCS				G	RAND TOTAL	
a. INDIVIDUAL SPA	CE						<u> </u>		KAND TOTAL	
b. SHARED SPACE							·			
c. TOTAL SPACE (Sum items 8a an										
d. RENT FOR SPAC (Multiply items 7c	x 8c)	\$	\$	\$	\$	\$		\$		
9. EXPENSES (Cost	ts charged to e	ach agency for	items NOT inclu	ıded in rent.)					<del></del>	
DESCRIPT	ION	FSA	RD	NRCS				GF	RAND TOTAL	
a. ELECTRICITY		\$	\$	\$	\$	\$		\$		
b. HEAT		\$	\$	\$	\$	\$		\$		
c. WATER		\$	\$	\$	\$	\$		\$		
d. JANITORIAL		\$	\$	\$	\$	\$		\$		
e. OTHER		\$	\$	\$	\$	\$		\$		
. OTHER		\$	\$	\$	\$	\$		\$	<del> </del>	
g. TOTAL EXPENSE (Sum items 9a thro		\$	\$	\$	\$	\$		\$		
10. TOTAL RENT A		S CHARGED TO	O EACH AGEN	CY			<del></del> .			
DESCRIPT		FSA	RD	NRCS					AND TOTAL	
a. ANNUALLY (Sum items 8d and	9g)	\$	\$	\$	\$	\$		\$ \$	RAND TOTAL	
b. QUARTERLY		\$	\$	\$	\$	\$		\$		
11. APPROVALS							<del></del>			
We, the undersigne and charges. This	d, as the auth agreement be	orized repres ecomes effecti	entatives of the	e collocated agencie val by appropriate a	s, agree to th	he above assi	gnment of	space, e.	xpenses,	
	COUNTY	LEVEL			goney officia	STATE LE	VEL			
Signature		Agency	Date	Signature			Agency		Date	
Signature		Agency	Date	Signature			Agency		Date	
Signature		Agency	Date	Signature	Signature		Agency		Date	
Signature		Agency	Date	Signature			Agency		Date	

Signature

Agency

Date

Signature

Agency

Date

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	REIMBU	JRSABLE A	GREEMENT \	WORKSHE	ĒΤ	
12. INDIVIDUAL SPACE (Enter s	square feet of <b>exclus</b>	sive space charge	d to each agency.)			
DESCRIPTION	FSA	RD	NRCS			GRAND TOTAL
a. COUNTER AREA/ RECEPTION SPACE						
b. OFFICE SPACE						
c. CONFERENCE/TRAINING SPACE						
d. AUTOMATED DATA PROCESSING SPACE		·				
e. STORAGE/MAILROOM SPACE						
f. OTHER						
g. OTHER						
h. OTHER						
I.TOTAL (item 8a on front)						
j. PERCENT OF INDIVIDUAL SPACE	%	%	%	%	%	100 %
13. SHARED SPACE (Enter squa						
DESCRIPTION	FSA	RD	NRCS			GRAND TOTAL
a. COUNTER AREA/ RECEPTION SPACE						
b. CONFERENCE/TRAINING SPACE						
c. STORAGE/MAILROOM SPACE	٠					
d. Rental Postage Meters						
e. OTHER EXPENSES (telecommunications, equipment, supplies etc.)						
f. TOTAL (item 8b on front)						
14. REMARKS						
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